



Office of International Affairs
International Student & Scholar Services

J-1 CHECKLIST FOR DEPARTMENT Change of Status to J-1 Scholar (All Except Postdocs)

Step 1: Compile the following documents/information

Documents From Department

- ___ **Faculty Sponsor Agreement:** On department letterhead, signed and dated
- ___ **Letter of Invitation:** Signed by faculty sponsor, department chair/dean, International Services Specialists, and invited visiting scholar

Information From Department

- ___ Proof of English Proficiency: IELTS/TOEFL Score, Verification from English School, or Performed Interview by Proficient English Speaker.
- ___ HR Position Code for the Invited Scholar's position (if paid by CU Denver)
- ___ Title, Phone and E-mail for Faculty, Dean, Department Chair, or Director of Sponsoring Unit
- ___ Physical Street Address & Location of where scholar will perform duties
- ___ FedEx Speed Type if ISSS will be shipping for you
- ___ Decided Exchange Visitor Category and Subject Field Code

Documents From Invited Scholar

- ___ **Passport identification page for scholar and any previous immigration documents in U.S.**
- ___ **Current Curriculum Vitae/Resume**
- ___ **Evidence of any non-University of Colorado Denver financial support:** Document should be in English and with currency amounts in U.S. dollars.
- ___ **Passport identification page for each family member if also changing status,** [spouse and/or child(ren)] (if requesting J-2 status)
- ___ Proof of Insurance or Verification of Insurance

Information from Invited Scholar

_____ Contact Information: e-mail address, phone number, physical & mailing address

_____ **Copy of Form I-539 Application to Extend/Change Nonimmigrant Status.** This fillable form is available without charge on the USCIS forms website. Click on <http://www.uscis.gov/> and follow the link to Immigration Forms. Dependents can be included on the supplement.

Step 2: Complete the Online DS-2019 Request Form

In order to complete the online form you will need to have compiled all of the documents in the previous step. The form can be saved, but it will be easiest to have all documents ready before attempting to complete the online form.

All document will need to be in electronic form such as .jpg, .pdf, .doc or another compatible document.

Please complete the following online form here: http://ucdenver.link/ds2019_request

If you have issues or edits to the form please contact Nathaniel Lynch (nathaniel.lynch@ucdenver.edu)

Step 3: Send Required Original Documents to ISSS

Please send the original Offer Letter with Signatures to the address or office below:

By mail: International Student & Scholar Services,
P.O. Box 173664, Campus Box A0005/185,
Denver, CO 80217

Delivery: Lawrence Street Center
International Student & Scholar Services,
1380 Lawrence Street, Suite 932
Denver CO 80204

OR

Anschutz Medical Campus
International Student & Scholar Services,
Building 500, 8th floor, Room C8000D
Aurora CO 80045